



Contra
Costa
County

To: Board of Supervisors
From: Ted Cwiek, Human Resources
Date: January 22, 2013

Subject: P300 21214 Increase the hours of one Library Assistant Journey Level position from part-time 20/40 to full-time

RECOMMENDATION(S):

ADOPT Personnel Adjustment Resolution No. 21214 to increase the hours of one (1) Library Assistant Journey Level (3KVB) (represented) position #12805 and its incumbent at salary level QXX 1030 (\$2,873 - \$3,669) from part-time 32/40 to full-time in the Sheriff's Custody Services Bureau - Inmate Welfare Services - Inmate Libraries.

FISCAL IMPACT:

\$10,000 paid by the Inmate Welfare Fund

BACKGROUND:

The Custody Services Bureau - Inmate Welfare Services– Detention Libraries is requesting a readjustment of hours for the position of Library Assistant Journey Level and its incumbent, from Permanent Part Time 32/40 to Permanent Full Time 40/40 in order to increase coverage when an employee is off work. With an increase in the average daily attendance, there is a demand for additional library coverage and expanded services. The operational needs of the organization are such that it is essential to implement an additional 8 hours of regularly scheduled coverage.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/22/2013** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 22, 2013

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Carrie Del Bonta, Deputy

Contact: Mary Jane Robb, (925)
335-1557

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not granted, the department will not have the required staff to accommodate the increase in daily attendance.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21214